

City of Boston Executive Order
Military Reservists called to Active Duty Policy
Frequently Asked Questions (FAQ)

What does the Executive Order call for?

All City employees who are enrolled in the United States Reserves and are called into active duty will be paid their full City base salary minus their compensation received from the military.

What does the employee need to submit to the Department?

The employee must submit to the department head an official copy of their **activation orders** as well as a **signed official military document** that details their total military compensation.

How will the difference be paid?

The employee will be placed on leave with pay status and with full base salary. The military pay amount will be a **minus** dollar amount in additional pay.

How can the employee and/or family continue to receive City compensation while on active duty?

It is recommended that the employee make arrangements to have their City compensation deposited in their bank account via direct deposit.

What about Health Insurance coverage?

The employee and family, if applicable, are still covered under the City Health Insurance Program. Regular health insurance deductions and optional life insurance deductions will be taken from the difference of pay the employee receives. The employee should contact the Health Benefits Division at 617-635-4570 should they have any questions regarding other available options.

What about other deductions such as taxes, retirement, garnishments, credit union?

Deductions will continue, however, they will all be taken from the difference in pay received by the employee. Please inform employees that they should review current deductions with the department personnel officer before they leave for duty. They should also contact the credit union, if applicable, to ensure that proper deductions are in place.

What about other benefits?

The employee will continue to receive total creditable service with the City for any and all time the reservist serves in active duty. The employee will continue to receive step rate increases as well as collective bargaining increases. The employee will get this creditable service time applied to retirement, seniority, longevity, vacation and years of service. Employees should also be reminded to update their beneficiaries if necessary.

Will the employee continue to accrue Leave Benefits such as Sick, Vacation and Personal?

No, City benefits are based on actual work. They will not accrue sick, vacation or personal leave while on military duty. Once the employee is on leave (date of military activation), their leave benefit balances are **frozen**. They cannot be used or bought. The employee will be entitled to existing leave balances but must fulfill vacation eligibility requirements, as outlined in collective bargaining agreements, for new vacation once they return from their leave.

What is required to be submitted to the Office of Human Resources from Department Personnel Officers?

- 1) Absence & Termination Form (B56)
- 2) Copy of the Military Activation
- 3) Copy of the Military Compensation Form
- 4) Active Duty Call-up Form

What is required from the employee when he/she is discharged from active military service?

Since the City is compensating activated employees, the employee is required to notify the department head in writing immediately upon discharge from military service. The employee must submit a copy of his/her discharge papers and indicate the date of return to City employment. This is to ensure the proper execution of the Executive Order.

For further information please contact the Office of Human Resources at 617-635-3370.



OFFICE OF HUMAN RESOURCES

ACTIVE DUTY CALL-UP FORM

NAME: _____ I.D. # _____

DEPT: _____

Leave of Absence [Military] w/pay* (*same as military activation date)

Effective Date : _____

Weekly COB Salary : \$ _____

Military Salary (per week): \$ _____

Weekly Difference: \$ _____

Completed by : _____
Personnel Officer Date

Authorized : _____
Appointing Authority Date

Reviewed and entered by: _____
Office of Human Resources Date